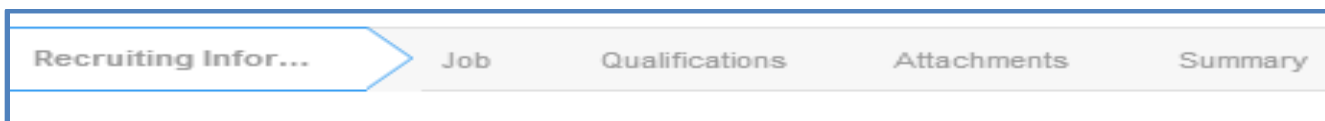# Fermilab

FermiWorks
Create a Job Requisition For Seasonal Employment
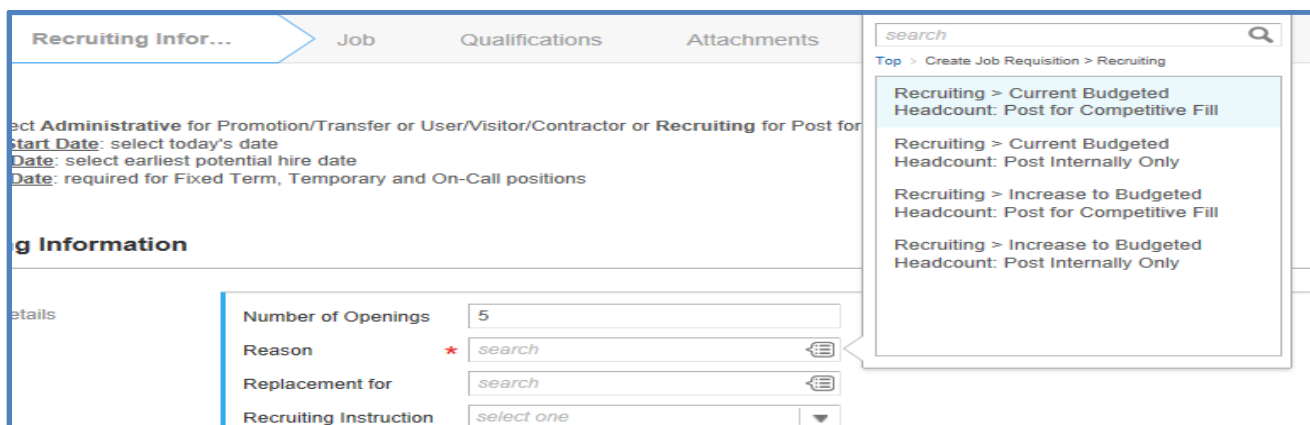**05.15.15**

1. Type **Create Job Requisition** in the Search box.

2. Press **Enter**.

3. Select **Create Job Requisition** from the Search Results list.

4. Select the **Supervisory Organization** (manager) the student will report to.

5. Select **Create New Position**.

6. Verify the **Worker Type** is Employee.

7. Click **OK**.

The **Recruiting Information** section displays.

The chevrons display the sections to be completed.

1. Click **Number of Openings** to open the section.

2. The **Number of Openings** defaults to one. If there is more than one opening, enter the number. A requisition number will still be created as it has been in the past (prior to FermiWorks.)

3. **Reason:** Click Prompt > Create Job Requisition > Recruiting > Current Budgeted Headcount: Post for Competetive Fill for the **Reason**.
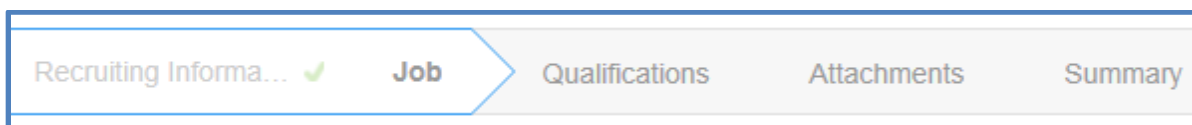
4. Enter the **Recruiting Start Date**. Enter today's date.

> **NOTE:** You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.
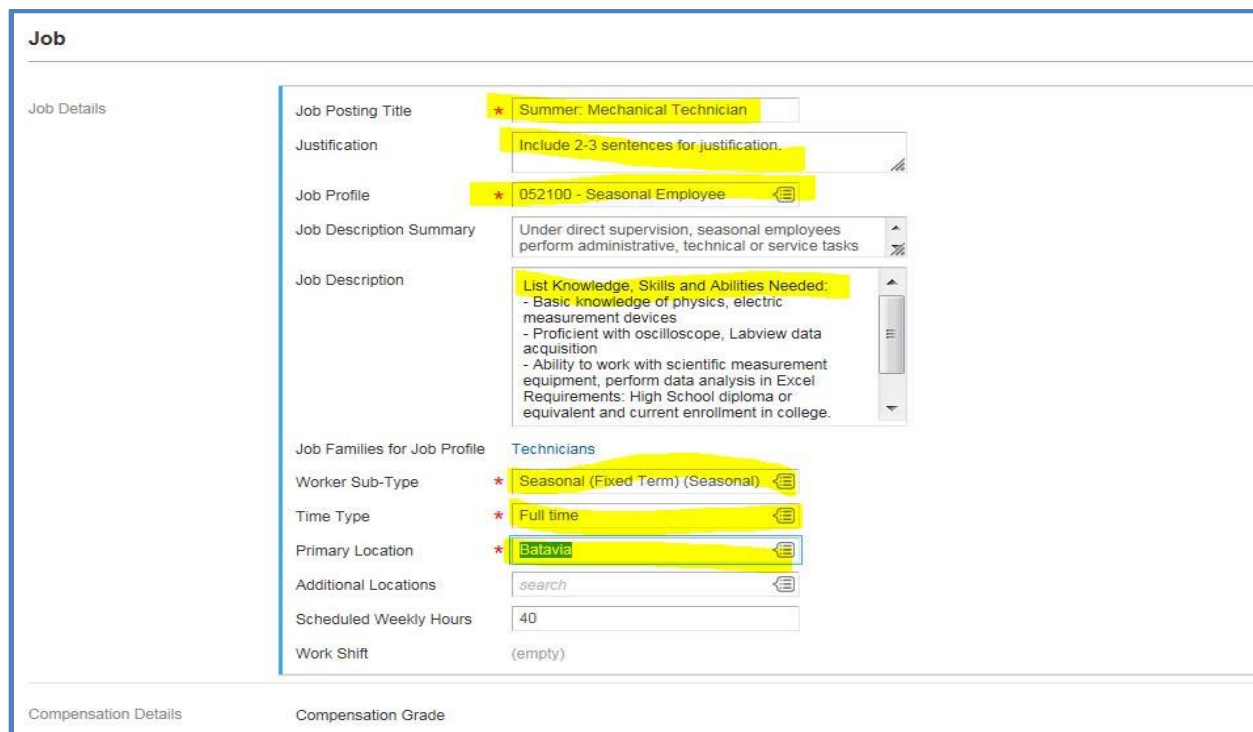
5. Enter the **Target Hire Date**. Enter the earliest possible start date for the student.

6. Enter the **Target End Date**. Enter the anticipated end date for the summer assignment.

7. Click **Next**.

The **Job** section displays.

A green check mark (✓) displays to the right of the section(s) completed.

1. Click **Job Posting Title** to open the section.

2. Enter the **Job Posting Title** Summer and then include the specialty such as Groundskeeper, IT, Technician, Drafter, etc. i.e., Summer Mechanical Technician.

3. Enter a brief **Justification** and include when to post the position.

4. **Job Profile:** Select Seasonal.

> **NOTE:** Do NOT include the job profile, i.e. groundskeeper in this field.

5. Tailor the **Job Description** to fit any specific knowledge, skills and abilities not captured in the job description summary.

6. **Worker Sub Type:** Click Prompt > For Current Country > Seasonal (Fixed Term) (Seasonal) for the **Worker Sub-Type**.

7. **Time Type:** Click Prompt > Regular for the **Time Type**.

8. **Primary Location:** Click Prompt > Batavia for the **Primary Location**.

9. Click **Next**.

The **Qualifications** section displays. Click **Next**.

The **Attachments** section displays. Click **Next**.

The **Summary** section displays.

1. Review the job requisition for accuracy. You will not be able to edit the job requsition until it is approved.

2. Click **Submit**.

> **NOTE:** Do **NOT** click Skip. The Organization Assignments section **MUST** be completed.

The Organization payroll cost center and associated information **MUST** be entered to complete the job requisition.

Click **Open** to Change Organization Assignments.

Fermilab defaults for the **Company**.

> **NOTE:** If you do not know the specific Organization Assignments, right click your name in the upper right corner and select 'See in New Tab.' Click the Organizations tab to display the organizational assignments. Do **NOT** click Skip.

1. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center auto populate.

2. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.

3. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.

4. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.

5. Click **Submit**.

6. Click **Done**.

The requisition will route to the manager for approval.

After the job requisition is approved, a member of the Employment Department will contact the Hiring Manager for further instructions on the job posting process.